

STAT

PRINTING AND PHOTOGRAPHY GROUP  
WEEKLY REPORT FOR PERIOD OF  
20 December 1988 - 27 December 1988

I. Status of Tasks Assigned by Senior Management:

None.

II. Items or Events of Major Interest that have Occurred  
During the Preceding Week:

A. During the past week, the Office of Logistics, Printing and Photography Group (OL/P&PG), Copier Management Program (CMP) received six suggestions on ways to reduce paper usage. These calls were prompted by employee bulletin No. 1738 which outlines the scope of the paper shortage and asks for suggestions for ways to reduce paper usage. So far, the suggestions have targeted the identification cover and trailing sheets that are printed on the laser printers with every document from the Agency's various electronic mail systems. P&PG is working with Office of Information Technology (OIT) regarding this particular suggestion. (Tom

STAT

B. As of 27 December, the Office of Logistics, Printing and Photography Group (OL/P&PG) has received all the graphics material for all 14 volumes of the Congressional Budget Justification Books (CBBJ). At the present time, approximately 75 percent of the color separation work has been completed. The status of text for the CBBJ that had been received as of 27 December is as follows:

Volume 1	DCI Summary-out on galley/page proofs,
Volume 2	Consolidated Cryptographic Program (CCP) - 56 tables submitted 27 December 1988 (being keyed),
Volume 3	General Defense Intelligence Program (GDIP) - initial input and formatting of raw text 66 percent complete,

Update + input  
summary to DDA.

Volume 4      Air Force - approximately 20 percent of book being formatted, no hard copy yet,

Volume 5      Navy - in for page makeup (will make approximately 100 pages),

Volume 6      CIA - 80-90 percent page makeup completed,

Volume 7      State - out on galley proofs

Volume 8      Energy - in for galley corrections and page makeup,

Volume 9      Treasury - out on galley proofs,

Volume 10     FBI - out on galley/page proofs,

Volume 11     Defense - in for initial input (SCANNABLE!!) very dirty. Galley proofs should be out by Friday, 30 December,

Volume 12     ICS - in for galley corrections and page makeup,

Volume 13     Systems Integration Office (SIO), in for galley corrections and page makeup,

Volume 14     Security Evaluation Office (SEO), completed finished pages to Planning Office for processing.

STAT      C. The Office of Finance Annual Report Update was approved for printing on 20 December by the Office of Logistics, Printing and Photography Group (OL/P&PG). The publication consisted of 65 pages of text and contained 15 multi-colored graphics. One hundred copies of this report were printed during the past week and disseminated on Friday, 23 December 1988. The cover design, paper quality and use of color for both text and graphics contributed to making the finished product a very attractive publication.

D. The Office of Logistics, Printing and Photography Group (OL/P&PG) is processing the 1987/88 Accomplishments for the Office of Research and Development (ORD), a two volume publication consisting of a main volume and an appendix. The initial input for this product was received by P&PG on 25 July 1988. The composition stage has been very long and involved. To date, the job has been through seven proofing stages. As it currently stands, a Dylux

*Report  
DDA in  
summary  
function*

proof of the appendix is out to customer and proofing of the main volume is scheduled for completion on 27 December. The production of this publication is posing some scheduling conflict with that of the CBJB. [redacted]

STAT

E. A booklet on Black History Month was received by the Office of Logistics, Printing and Photography Group (OL/P&PG) on 13 September. On 9 December the design was approved for printing. Due to the large number of color separations involved, the printing schedule for this publication is conflicting with the CBJB. Consequently, 27 color graphics have been sent to NPIC for separation on their color scanner. P&PG has been informed by the requestor that 10,000 copies of this publication are needed no later than 18 January 1988. [redacted]

STAT

F. The Office of Logistics, Printing and Photography Group (OL/P&PG) was pleasantly surprised to discover that thanks to usage of the Kirk-Rudy labeler a two-thirds reduction in the time required for labeling the average JPRS publication was realized. With further refinements to the system, additional efficiencies may be achieved. [redacted]

STAT

G. The Office of Logistics, Printing and Photography Group (OL/P&PG) continually look for better use of existing equipment through automation. Presently, P&PG has a backlog of Protocol jobs which have traditionally been processed as Custom Printing jobs. As an improvement, the film negative carrier on the Kodak 312 automatic Roll printer was modified to produce a one-inch white border only at the bottom of a horizontally-formatted print. This leaves enough space for a caption or a signature. Protocol was provided a sample of this new format which was approved. This change should expedite about 75 percent of the present backlog of Custom Printing jobs and provide an anticipated 50 percent reduction in throughput time and a 25 percent reduction in materials cost. Depending upon budgetary considerations, the purchase of an 8x10 mini-lab would provide additional relief to expediting all of our Custom Printing jobs. [redacted]

STAT

H. On Monday, 19 December, the Office of Logistics, Printing and Photography Group (OLP/P&PG) received a call from the Directorate of Intelligence, Office of Scientific and Weapons Research, Naval Systems Division, Nuclear Weapons Branch (DI/OSWR/NSD/NWB) requesting a 24-hour turn around for 22 vugraphs that were being sent via the IBM communication link to the P&PG COM Center GSX system. This material was required for a Congressional briefing later in the week. The vugraphs were imaged in P&PG late Monday afternoon, processed overnight and delivered to the customer on Tuesday morning. [redacted]

STAT

I. One of the two Office of Logistics, Printing and Photography Group (OL/P&PG) 300mb disk drives connected to the GSX graphics file server system was repaired this week after being down following the weekend power outage of 10-11 December. Production was maintained at a somewhat slower processing speed during this period by running the network off a single drive unit. [REDACTED]

J. The Dicomed D-80 Imaginator design station in the Office of Logistics, Printing and Photography Group (OL/P&PG) has been moved to its new location and is now connected to the GSX integrated file server network. This means that all of P&PG graphics design equipment can now communicate online with the GSX system. Graphics data can now be sent via the GSX network to either of the two Dicomed film recorders for automatic imaging of slides or vugraphs, 24 hours a day. The next phase of this project will expand the use of on-line data transfer to the Dicomed design shops in DDS&T and DDA/COMMO. These facilities will eventually be capable of sending data to GSX via modem using secure phone links. [REDACTED]

K. On 22 December, the Office of Logistics, Printing and Photography Group (OL/P&PG) showed the rough draft of a videotape designed for recruiting minority college students to a representative of the Office of Equal Employment Opportunity (EEO). P&PG received approval after this viewing to do a final edit of the production by 13 January 1989. The end product will be viewed by the Deputy Director for Administration and the Director of Central Intelligence during the week of 17-20 January. [REDACTED]

L. Renovations in the Office of Logistics, Printing and Photography Group (OL/P&PG) are progressing slowly. Painting and wall papering is underway in the conference room (second try) and front corridor, new ceilings have been installed in the Division Chiefs offices and carpeting is to be put down in the Group Chief's office. The ceiling and wall panels are being removed from the ADP room and the wall covering and awning in the snack bar are being installed. [REDACTED]

### III. Upcoming Events:

A. The Form 70 (P&PG Printing Requisition) is currently being redesigned by the Office of Logistics, Printing and Photography Group (OL/P&PG) so it can be utilized by customers of both the main printing plant and the Headquarters Bindery and Reprographic Center. Currently, the redesigned form is being mailed to Forms Management

for approval. Forms Management has informed P&PG that their stock of the form is down to approximately two week's supply and that it will be necessary to print a new supply on a priority basis. (Al

STAT

B. Representatives from the Office of Logistics, Printing and Photography Group (OL/P&PG) met with representatives from the Center for Production and Analytic Support (CPAS) on 27 December to discuss present and future communication plans between P&PG's typesetting network and CPAS. This meeting will be the first of many with our typesetting customers as part of the P&PG objective to reconfigure our typesetting communications network to provide better customer service

STAT

IV. Management Activities and Concerns:

A. The work schedule changes that were implemented two week ago in the Office of Logistics, Printing and Photography Group (OL/P&PG) are proving to be very beneficial to the work in the COM Center. We are now staffed four days a week until 1800 hours providing for an 11 1/2 hour production day, enabling P&PG to meet most late afternoon deadlines without the use of overtime.

STAT  
STAT

B. This past week there has been increased activity on the Congressional Budget Justification Books (CBBJ) in the Office of Logistics, Printing and Photography Group (OL/P&PG). If we are to get back on schedule, this will be a very busy week for P&PG. A CBBJ status report is attached as Paragraph B in Section II of this report.

STAT

STAT